



### Job Profile

<b>Job Title</b>	Primary School Counsellor
<b>Reporting to</b>	Therapeutic Services Manager
<b>Service Area</b>	Therapeutic Services
<b>Location</b>	Central Croydon Junior School
<b>Contract Type</b>	18 hours pw (on site: Mondays/Tuesdays/Wednesdays) 52 wks pa (39wks based in school 13wks based in community) 25 days annual leave (pro rata FTE) pa. Fixed Term until 06.09.21
<b>Salary</b>	£29051.85 (pro rata 36hrs pw FTE)
<b>Post Commences</b>	w/c 07.09.20

**Job Purpose:** You will join our existing school counsellor on site to deliver a high standard of therapeutic provision to the school community during term-time and will work in the community with our teams for the other 13 weeks pa.

#### Main Duties and Responsibilities:

1. To safeguard and promote the welfare of children, young people and adults at risk
2. To offer a high standard of ethically competent counselling and drop in support to children on site at a Central Croydon Junior School
3. To grow the established systemic model of working which involves including parents/carers/guardians at assessment & review and contact with these adults when appropriate and if it serves the best interests of the child
4. To establish and develop the referral and appointment system to ensure it is immediately responsive to the needs of the children and the school
5. To be flexible in the model and offer drop ins, psycho-educational workshops, group sessions, parent/carer support and educational staff support
6. To be flexible to respond to the presenting issues of the setting which can include anxiety, low mood, isolation, loss, bereavement, self-harm, suicidal ideation, family relationships, sleep difficulties, adverse childhood experiences and peer relationships
7. To approach the work with a high level of Attachment Awareness and in a Trauma-Informed way
8. To liaise with school senior management, pastoral, teaching and other key staff over referrals, waiting lists and appointments and potential service developments
9. To understand and work within CDI and School Safeguarding Policies and Procedures
10. When appropriate, to work collaboratively with our public, community, voluntary and private sector partners and stakeholders in the promotion of healthy multi-agency & joint-working practice

11. To follow CDI monitoring & evaluation frameworks, keep suitable case records according to agency policy, legal and other requirements, ensuring that all records and files are maintained, securely held and regularly reviewed/updated
12. To carry out administrative tasks associated with the role, to liaise closely with CDI Data Lead and Business Operations Manager with regards to monitoring & evaluation and any other administrative duties
13. To attend regular line management, CDI Continuing Personal & Professional Development trainings, the Agency annual residential and an annual appraisal with the line manager
14. To attend regular clinical supervision with the assigned clinical supervisor
15. To work at all times within the Ethical Framework and professional guidelines of the British Association of Counselling and Psychotherapy
16. To work within all CDI policies and procedures at all times and to abide by the Code of Conduct.
17. To particularly abide by our policies and procedures on Safeguarding, Equality & Diversity and Health & Safety
18. To ensure children, parents/carers/guardians are made aware of our complaints policy
19. To promote participation and connection to other local statutory & voluntary sector services and/or CDI projects eg. CDI Community Counselling, Talkbus/Outreach, Parent Infant Partnership and Advice & Advocacy
20. To undertake any other additional responsibilities as directed by the CDI Manager that are within the capabilities of the post holder

### **Nature and Scope of the Role**

The post holder will be expected to continue to develop and represent CDI within the school and may be required to promote the service in staff meetings and/or school assemblies/parent & carer meetings.

It will be important to establish a collaborative working relationship with all staff in school to help deliver an effective counselling service and it will be beneficial to encourage regular meetings with key members of staff on site.

If the post holder is asked to carry out other activities by the school such as offering parent/carer support, delivering group work, talking about counselling at a staff inset day this needs to be agreed with the line manager in advance.

This post will be located on site at a Junior School for 18 hrs per week on Mondays, Tuesdays & Wednesdays 9am – 3pm during term time and in the community for the other 13 weeks pa. Annual leave is not to be taken during academic term-time.

The post holder is encouraged to think creatively about gaps in provision of service and to make any suggestions that could improve the reach of the provision and hence improve the offer to children and parents/carers.

All counsellors are expected to be a Registered Member or an Accredited Member of the BACP or another appropriate professional body (e.g. UKCP, HPC)

## Person Specification

### Experience, Job Related Skills, Qualifications & Knowledge:

<b>Experience</b>
Experience in individual counselling with children and young people to include working with risk issues
Experience of having used holistic and creative approaches in therapeutic relationships with children, young people and families
Experience of working individually as well as part of a team
Experience of working in a school setting
Experience of facilitating group work
Experience of multi-agency working
<b>Skills</b>
Excellent organisational skills including competency with IT
High level awareness of equality & diversity and the impact of racism & discrimination
To be able to work competently on a time limited basis
Ability to communicate effectively with parents/carers and professionals
<b>Knowledge</b>
Comprehensive understanding of Child Protection & Safeguarding Vulnerable Adults and Safeguarding reporting procedures
Comprehensive understanding of current issues and challenges faced by children, young people and families
Comprehensive understanding of Attachment Theory, Trauma-Informed practice & Child Development
<b>Qualifications &amp; Training</b>
Graduate or Post graduate level Counselling Diploma or equivalent [of two years minimum duration that includes personal counselling or psychotherapy].
BACP Registration/Accreditation or eligibility for Professional Accreditation
<b>General</b>
An evidenced commitment to the promotion of Inclusivity and Diversity
Genuine desire and enthusiasm to improve the lives of children, young people and families
Non-judgemental, empathic and child-centred
A commitment to the aims and purposes of CDI